



Department of Administration
Business Operations Division

Tom Barrett
Mayor

Sharon Robinson
Director of Administration

Cheryl L. Oliva
City Purchasing Director

September 21, 2006

ADDENDUM NO. 1

RE: RFP 1851

Service: VSC-Integrated Water Resources
Management and Infrastructure Review Group

Scheduled to open: October 3, 2006 @ 2:00 PM-CST

NOTICE TO PROPOSERS:

On September 7, 2006 you received notice of the above subject RFP. Please make note of the following questions that were submitted by the Friday September 15, 2006 deadline:

RESPONSES TO QUESTIONS RAISED BY POTENTIAL PROPOSERS

1. Page 7 of the RFP states that "The proposal shall be limited to 25 pages in total. . ." Do these 25 pages include (in the page count) the following:
Signed copy of RFP-Invitation to Bid document, binding signatures pages, and all other pages of the RFP;
Signed copies of the RFP addendums;
Signed cover page on company letterhead;
Signed copy of the designation of confidential and proprietary information form;
Signed and notarized copy of the living wage affidavit of compliance form; and
EBE forms A and B?
Or, can some or all of these be excluded from the 25-page maximum and, if so, which ones may be excluded from the count?

The above referenced documents and forms are excluded from the 25-pages in total proposal limit.

2. Have members of the "local technical advisory group" been designated?

If they have been designated, is the City able to reveal their names and/or affiliations?

If they have not been designated yet, can you please tell me approximately how many people will be on the group and if the consultant will have the opportunity to weigh in on the group member selection?

The local technical advisory group has not yet been formally convened. Currently, representatives from several City departments are involved. The awarded proposer in consultations with City staff will determine the number of participants involved in the workshop. It is likely to be less than 25 participants.

3. If desired by the consultant, will access to the City's water infrastructure information, land use, etc. (via CADD, GIS, or other tool) be provided to the consultant selected to undertake the work?

Materials can be accessed via a City computer at one of the City offices. The awarded proposer/consultant will not be allowed to take materials off-site.

4. Has the City selected (or will the City provide) a physical location for the workshop, or would the City prefer the workshop site be off City property and paid for through the consultant contract?

Identifying the workshop location and securing and paying for the facility is the responsibility of the awarded proposer/consultant and the contracted amount for the proposer awarded this RFP is intended to cover costs incurred by the proposer's consultant for a workshop site.

5. Will additional scoring points be afforded to consultants seeking to perform the contract in a shorter timeframe than specified?

On page 6 of the Scope of Services dated September 6, 2006, section H.- Criteria for Proposal Evaluation and Award states the criteria and weights to be used by the evaluation team reviewing the accepted proposals. A weight of 20% is allocated to Timeliness of Project Completion. Proposers should include a schedule to perform the 'Detailed Requirements' and 'Deliverables' requested in the Scope of Services with their proposal submission for the evaluation committee to take into consideration when allocating points for this measure.

This certificate is to be signed, included in your RFP submission and returned BEFORE 2:00 PM-CST of the stated opening date to:

DOA – BOD, Procurement Services Section
City Hall, Room 601
200 E. Wells St.
Milwaukee, WI 53202.

The envelope/box must be sealed and marked in the LOWER LEFT HAND CORNER as follows:

RFP 1851

Opening Date: 10/03/2006 @ 2:00 PM-CST

Service: VSC-Integrated Water Resources Mgmt

Sincerely,



Janine Wilant
Purchasing Agent, Sr

This is to certify that I/we have read the above and have incorporated it in my/our RFP.

DATE: _____ SIGNED: _____

NAME OF FIRM: _____